



## State of Utah

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

### Department of Administrative Services

D'ARCY DIXON PIGNANELLI

*Executive Director*

### Division of Purchasing and General Services

DOUGLAS G. RICHINS, C.P.M.

*Division Director*

**August 12, 2005**

**\*\*\* ADDENDUM \*\*\* ADDENDUM \*\*\* ADDENDUM \*\*\* ADDENDUM\*\*\***

**SOLICITATION: RM6013**

**DUE DATE: 08/17/05**

**TIME: 3:00 P.M.**

**DESCRIPTION: Contract to provide examinations for the Real Estate Division.**

#### **ADDENDUM #1**

#### **Please note:**

1. Attached are answers to the questions received on this RFP
2. Due date and time remain the same August 17, 2005 at 3:00 P.M.
3. With purchasing questions contact Roselle Miller at 801-538-3232.

\*\*\*\*\*END OF ADDENDUM\*\*\*\*\*

To acknowledge receipt of addendum, include a copy of this addendum with the proposal submittal or give written acknowledgment with the proposal. It shall be the responsibility of the respondent to appropriately disseminate this information to all concerned prior to the assigned due date and time.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. There are three references to Continuing Education in the RFP:

- Page 10, under Records Management states, "Provide Continuing Education tracking for all three industries."
- Page 11, the second item under the Miscellaneous section regarding additional services, states, "Continuing Education tracking and credit banking."
- Item 3C states, "the ability of the DRE to track renewal and continuing education requirements.

Please clarify what specific services are required and what services are desirable regarding continuing education license renewals.

**In order to ensure accurate reporting of compliance with CE requirements by licensees renewing on-line, the Division needs a system that will verify such compliance specifically for each licensee. Therefore, the contractor will be expected to gather electronic data from Division-approved CE providers and determine if the CE hours are sufficient, determine whether the courses have been approved, and to calculate whether the courses were taken within the license term, in order to ensure that each licensee has actually met the specific CE requirements for renewal in timely manner.**

**Please also see answers to questions 2-8 below.**

2. Does the Division desire the vendor to calculate licensee compliance with CE requirements as well as recording credits and reporting them to the Division?

**Yes.**

3. Does the Division expect the vendor to create and distribute CE publications or notices to licensees?

**No.**

4. Does the Division expect to provide the vendor with an electronic file of approved courses and provider information for validation of credit information as part of the credit banking process?

**Yes.**

5. Does the Division expect the vendor to provide licensee transcript information via phone or Internet lookup?

**Yes, by Email or FTP via the Internet.**

6. What is the number of CE courses taken by each type of licensee in each of the past three years?

**As of June 30, 2005, the Division had 14,854 active real estate brokers and sales agents, (inactive licensees need not take CE), each of whom must take 12 hours of CE in every two year license term. 3 hour courses are common, but the hour length of course varies. There were 1,099 appraisers who must take 28 hours every two years. There were 11,266 mortgage licensees who have not been required to take any CE to date, but who must show proof of 14 hours of CE at their renewal date starting January 1, 2006.**

7. Please provide annual candidate volume data for each of the current testing locations? If possible, please provide volume separated by exam type.

**We do not have candidate volume data for each testing location. General exam numbers are in the RFP beginning on page one. The current Division contractor has 3 locations in Salt Lake City, Ogden, and Provo, and a part-time center in St. George one day a month. The preponderance of those tests were taken at the Salt Lake Center.**

8. Does the Utah Division of Real Estate own the exam items currently, or does the current vendor have ownership?

**The vendor currently owns the exams .**

9. Can the Department provide the evaluation formulas that will be used to value costs?

**The evaluation formulas are in the RFP on page 15 under the asterick indicating Purchasing's cost formulas.**

10. Does the Department want vendors to break out the candidate fee by services provided? For example: Total Fee = Test fee, CE fee, fingerprinting fee and the amounts for each category of service.

**Yes.**

11. Please provide the estimated contract award date. This will be the starting date the vendor will use to illustrate the project plans.

**September 30, 2005**